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23 September 1954

MEMORANDUM FOR: CIA Career Council
FROM: Assistant Director for Personnel
SUBJECT: Office Career Service Board Reports

1. A memorandum dated 23 October 1952 from the CIA Career Service Board directed Office Career Service Boards to submit a monthly report of their activities to the CIA Career Service Board through the Executive Secretary.

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2. [REDACTED] (Organization and Functions, Office of Personnel, dated 30 July 1954) has now given responsibility for administering and monitoring the Agency Career Service Program to the Assistant Director for Personnel. He is charged with "periodically advising the Director as to the effectiveness and accomplishments of the program".

3. It is recommended that future reports of Office Career Service Boards be directed to the Assistant Director for Personnel who will submit periodic reports to the Director, after discussing and reviewing such reports with the Career Council.

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[REDACTED]
HARRISON G. REYNOLDS

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